

VACANCY ANNOUNCEMENT
Announcement Number: 042/05

OPEN TO: All interested applicants

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

POSITION: Postal Facility Assistant
(temporary position for one year)

OPENING DATE: November 21, 2005

CLOSING DATE: November 28, 2005

WORK HOURS: Part time work week schedule: 24 - 32 hours per week

SALARY: EFM/MOH/NOR: U.S. \$27,604 p.a.
(Position Grade:FP-8)
Ordinary Resident: Euro 14,646 p.a.
(Position grade: FSN-6)

The U.S. Embassy in Athens is seeking an individual for the position of Postal Facility Assistant in the Information Management Office (IMO).

BASIC FUNCTION OF POSITION:

Incumbent provides customers with applicable U.S. Post Office Services (USPS). Ensures all items to be mailed meet US postal regulations. Manages cash and stamp accounts. Ensures all APO and other pouch mail as well as international mail is distributed in a timely manner. Advises and supervises local mailroom staff as needed.

Qualifications Required

All applicants are instructed to address each selection criteria detailed below with specific and comprehensive information supporting each criteria.

- High school diploma is required.
- English language level IV (fluent) is required.
- **U.S. citizenship is required.**
- Eligibility for a Top Secret Clearance or possession of one is required.
- Two years customer service work experience is required.
- Computer proficiency (Word Processing) is required.
- Ability to effectively deal with the public and to work under pressure is required.
- Ability to lift items up to 70lbs in weight on a regular basis is required.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) with U.S. Veterans preference will be given priority over EFM's and MOH's without Veterans' Preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA ARE:

1. Management will consider nepotism/conflict of interest, budget, or visa/residents status, and eligibility for security clearance in determining successful candidacy
2. AEFMs who currently hold a FMA appointment or other NORs who are currently employed under a Personal Services Agreement are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

HOW TO APPLY:

Interested candidates for this position should submit the following:

1. Application for Federal Employment (SF-171 or OF-612); **or**
2. A current resume plus
3. Documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the minimum requirements of the position as listed above.

If your application package does not provide all the information requested, you will be considered ineligible for the job.

JOB INFORMATION

In order to apply for vacancies ***all*** applicants ***must*** provide the information outlined below:

1. **Announcement number**
2. **Title and grade of the position for which you are applying.**

PERSONAL AND EDUCATIONAL INFORMATION

1. Full name, mailing address and day phone numbers, including area code.
2. Social Security Number
3. Veterans' preference (DD-214 required).
4. Name, city and state of last high school attended and date of diploma.
5. Name and state of colleges and universities attended, major fields of study, type and year of any degrees received.

WORK EXPERIENCE AND OTHER QUALIFICATIONS

In addition, applicants ***must*** provide information on their work experience, both paid and non-paid, that is ***related*** to the position for which they are applying, including:

1. Job title.
2. Duties and accomplishments.
3. Employer's name and address.
4. Supervisor's name and telephone number (indicate if we may contact your current supervisor.)
5. Starting and ending dates of employment (month and year)
6. Hours worked per week
7. Salary
8. Any other qualifications, including job-related: training (title and date of course); skills (e.g., languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g. honor societies, publications).

ADDITIONAL INFORMATION

All applicants must submit information that addresses the required qualifications.

Applications which are incomplete will not be considered.

WHERE TO APPLY

You may hand deliver your application/resume to the Embassy Reception area by 5 p.m. on the closing date, fax, mail.

All applicants will be notified in writing of the results of the consideration given their application approximately six to eight weeks after the closing date of the announcement.

SUBMIT APPLICATION TO:

Human Resources Office
American Embassy
101 60 Athens

Telephone: 210 720-2238
Fax: 210 720-2197

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria: a) US citizen; b) Spouse or dependent who is at least age 18; Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; c) Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and d) Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. Eligible Family Members (EFMs): Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission authority who do not meet the definition of AEFM above.
3. Members of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not/no on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: November 28, 2005

The US Mission in Greece is an Equal Opportunity Employer.

Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

Distribution: All Mission Personnel